LEARNING MANAGEMENT SYSTEM (LMS)
COURSE REGISTRATION WITHIN A CURRICULUM

This QRG will provide instructions for registering for a course that is part of a curriculum in which you are enrolled.

1. Log into the LMS.

   **NOTE:** For instructions about logging on, refer to the Log-On Instructions (TS02-L) QRG.

2. Click the **Learning** link in the left navigation menu.

   ![Learning link in the left menu on the LMS home page](image)

   Figure 1 – Learning link in the left menu on the LMS home page
3. Click the **Curricula** link on the left.

![Curricula link in the left menu](image)
4. Click the link for the name of the curriculum with courses you wish to view.

Figure 3 – Link for the name of a curriculum
5. Scroll down the Main tab to view the required courses within the curriculum and click on the link for the title of the course for which you want to register.

Figure 4 – Link for name of a course within the curriculum
6. Click the **Register for Course** link in the activity menu.

**Figure 5** – Register for Course link on the activity menu
7. Click the **Launch Content** link for the offering for which you wish to register.

![Screen capture of the Learning Offerings section showing one offering with the Launch Content link highlighted.](image)

**NOTE:** Online courses will only return one offering without dates associated. Instructor led course may have many dates available.

If you experience trouble with this process, please submit a helpdesk ticket at: [http://intrahr.od.nih.gov/helpdeskform.htm](http://intrahr.od.nih.gov/helpdeskform.htm)